

Information Resources

Catalogue

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CAREER PLANNING

Discover resources to help you with your career planning and career development!

EMPLOYMENT

Find publications to assist in your work search and help you be successful on the job.

LEARNING

Access our information to plan and achieve your educational goals.

WORKPLACE

Check out the topics in our series of Human Resources Strategies for Employers and other resources for everyone in the workplace.

Catalogue Item # 707482

This publication, as well as the publications listed throughout this catalogue, are available to order on-line at alis.alberta.ca/careershop. They can also be ordered from the Learning Resources Centre by telephone at (780) 427-5775 or by fax at (780) 422-9750.

For copyright information, contact:

Alberta Employment, Immigration and Industry
People, Skills and Workplace Resources
Telephone (780) 422-1794 Fax (780) 422-5319
E-mail info@alis.gov.ab.ca

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INFORMATION RESOURCES CATALOGUE 2008

This catalogue provides you with information on current, well-researched, easy-to-understand publications and posters about career planning, the workplace, human resource strategies for employers and the labour market. We specialize in information resources to help Albertans make informed decisions about careers, learning and employment.

What's New

Check out these new publications to be released in 2008:

- Alberta Career and Industry Outlook:
Economic and other trends affecting the world of work
- Beyond Pay and Benefits: Effective practices from Alberta employers
- Career Coaching Your Teens
- Employee or Contractor? Know the difference

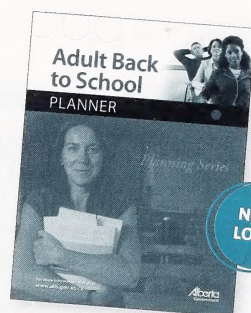
To order products on-line, visit us at alis.alberta.ca/careershop.

Most publications are available to download at alis.alberta.ca/careershop, scroll down to the Product Search box and click on the View on-line products link.



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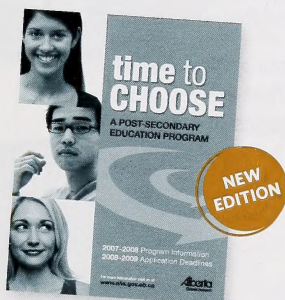


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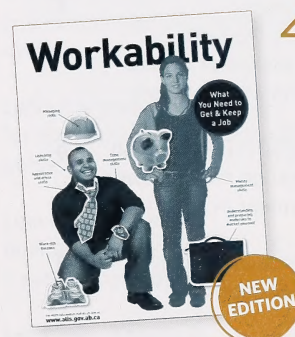


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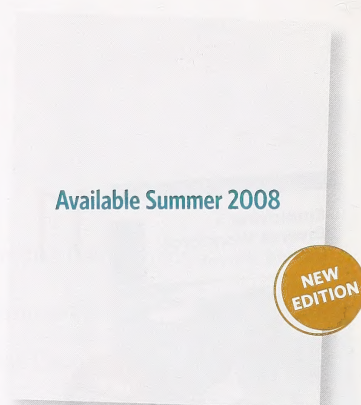
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PUBLICATIONS



Adult Back to School Planner

(workbook, 60 pp.)

TARGET AUDIENCE: low literacy

Everything an adult needs to know about going back to school—making a plan, anticipating the challenges and knowing where to go for support. This workbook deals with how to cope with change, organize your life, take care of the kids, and more. It also covers effective study habits so you can get your homework done and maintain some balance in your life. Part of a planning series that includes *Career Planner* and *Education and Training Planner*.

Catalogue Item # 686446

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

Advanced Techniques for Work Search

(workbook, 108 pp.)

TARGET AUDIENCE: job seekers/workers

This workbook is designed to help self-directed adults with experience in the workforce or post-secondary education and training improve their work search strategies. Learn to sell your skills in today's competitive job market using portfolios, proposals, cover letters, resumé and curricula vitae. Features new information on networking, information interviewing, using the Internet in your work search and formatting and tailoring your resumé.

Catalogue Item # 462135

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

Alberta Career and Industry Outlook

Economic and other trends affecting the world of work

(book, updated 2008)

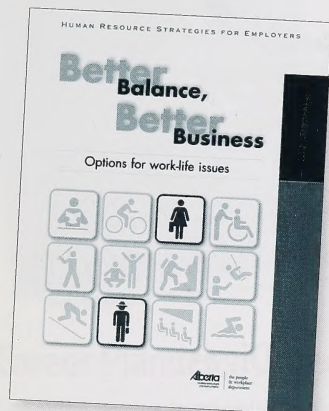
TARGET AUDIENCE: employers, including managers/supervisors; job seekers/workers; teachers/counsellors, career and HR practitioners

This book looks at the global and provincial trends affecting Alberta's economy and society. These trends have an impact on occupations in the province and can affect career planning decisions. An Occupational Outlook section includes projections for more than 500 occupational groups. Previously published as *Alberta Careers Update*.

Catalogue Item # 708406

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$6.00 each



* HR Strategies for Employers series

Better Balance, Better Business

Options for work-life issues

(book, 48 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

The often conflicting demands of work and personal time commitments of employees can create stress and other issues for both companies and their staff. This publication presents employers with the business case for why they should care about this issue, ways to improve the situation that will benefit both employers and employees, and ideas about making these useful changes.

Catalogue Item # 534091

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Beyond Pay and Benefits

Effective practices from Alberta employers

(book, 2008)

TARGET AUDIENCE: employers, including managers/supervisors

Are you successfully recruiting and retaining your employees solely based on your wage and benefits packages? In this publication, Alberta business owners and managers share effective recruitment and retention practices that go beyond pay and benefits.

Catalogue Item # 708381

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each



Building Tomorrow Today

(conference proceedings, coil-bound book)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners

Building Tomorrow Today, the annual Alberta Regional Consultation on Career Development, draws practitioners from all over Alberta and beyond for three days of professional development. Sessions and discussions help career development practitioners keep in touch with leading-edge developments in their field, learn practical skills to use with their clients and rekindle their sense of vision for the future. These proceedings outline the keynote addresses and most of the sessions.

2006, Catalogue Item # 623894

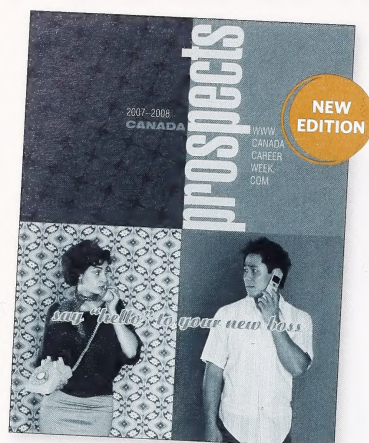
Professional Resource (no on-line version available)
\$20.00 each

2007, Catalogue Item # 674201

Professional Resource (no on-line version available)
\$20.00 each

2008, Catalogue Item # 708456

Professional Resource (no on-line version available)
CD only
\$4.95 each (available Winter 2008)



Canada Prospects 2007-2008

(magazine, 48 pp.)

TARGET AUDIENCE: job seekers/workers; teachers/counsellors, career and HR practitioners; youth

This year's Canada Prospects theme, "Say Hello to Your New Boss," offers job seekers and people in career transition insightful tips and strategies for connecting with employers across the country. This full-colour interactive magazine produced by the Canada Career Consortium features a collection of personal career profiles, practical resources and websites to help you discover the skills you have and those you can develop in order to find the work you love.

Catalogue Item # 686735 English
Catalogue Item # 686743 French
(Perspectives canadiennes)

Alberta, NWT and Nunavut residents: **FREE**
 courtesy of the Canada Career Consortium.

Out of Alberta: Order from www.careerccc.org



The Canada Prospects Facilitator's Guide 2007-2008 (bilingual) for teachers, guidance counsellors and career practitioners is only available on-line. Download at www.canadacareerweek.com.



Career Coaching Your Teens

(book, 2008)

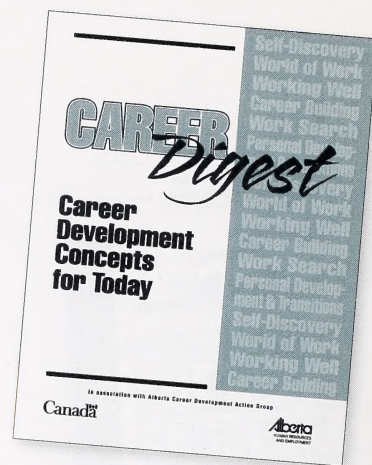
TARGET AUDIENCE: parents; teachers/counsellors, career practitioners

This guide offers practical ideas and resources to help parents support their teens as they explore career options and make informed career decisions. This Alberta version has been modified from the resource *A Career Development Resource for Parents: Helping parents explore the role of coach and ally*, developed by the Canada Career Information Partnership (CCIP).

Catalogue Item # 708357

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: The original CCIP resource is available on-line at www.ccip-picc.org.



Career Digest

Career development concepts for today

(facilitator guide/handouts, 3-hole punched, 107 pp.)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners

Whether you're helping clients or students maintain momentum or follow their passions, *Career Digest* has something for you. This package provides short, easy-to-read articles covering Self-Discovery, World of Work, Working Well, Career Building, Work Search, and Personal Development and Transitions. It also has a facilitator's guide with examples of ways the articles can be used as handouts in group or classroom settings.

Catalogue Item # 407347 English
Catalogue Item # 408600 French

Alberta, NWT and Nunavut residents: **\$15.00**
(Sélections Carrière: Concepts en développement de carrière pour le monde d'aujourd'hui.)

Out of Alberta: **\$25.00**
 Professional Resource (no on-line version available)



Career Planner

Choosing an occupation

(workbook, updated 2007, 80 pp.)

TARGET AUDIENCE: job seekers/workers;
low literacy; youth

How do you decide what occupation is right for you? Take the five steps to a new career path. This plain language workbook is full of exercises and tips to work through the steps. It covers all of your questions: What am I doing right now? What do I need to know? What are my best choices? What do I need to do now? What actions will I take? The resource section offers additional sources of help.

Part of a planning series that includes *Adult Back to School Planner* and *Education and Training Planner*.

Catalogue Item # 462101

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



CERTinfo 2007

Certification and registration requirements for employment in Alberta

(directory, 2007, 3-hole punched printed package, 99 pp.)

TARGET AUDIENCE: teachers/counsellors,
career and HR practitioners

Wondering about registration or certification requirements to work in specific skilled occupations in Alberta? This directory provides information about occupations governed by Alberta legislation and regulations. A section titled Start Here answers frequently asked questions, while the section on Requirements for Professions and Trades provides information regarding specific occupations, including the titles of relevant legislation and who to contact for more information. *CERTinfo* is also available as an on-line resource at alis.alberta.ca/certinfo for job seekers and immigrants.

Catalogue Item # 687858

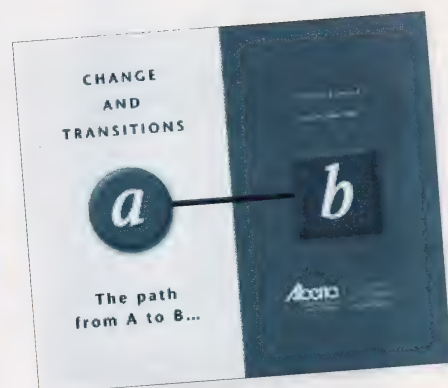
Professional Resource

Alberta, NWT and Nunavut residents: **\$10.00**

Out of Alberta: \$20.00 each

For additional Alberta occupational information, see *OCCinfo*.

For additional information on educational programs in Alberta, see *EDinfo*.



Change and Transitions

The path from A to B

(book, 36 pp.)

TARGET AUDIENCE: job seekers/workers

Change is all around us, every day. Sometimes we want change in our life, and we make it happen. But sometimes change happens when we don't want it. This book explores change and the emotional transitions and stresses that go with it. Full of examples, exercises, practical tips and strategies, *Change and Transitions* encourages us to make the most of change.

A related poster, *Life Changes*, is also available. See page 27.

Catalogue Item # 458910

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.00 each
10+ copies \$5.00 each



Creating a New Future

The job-loss workbook

(workbook, 68 pp.)

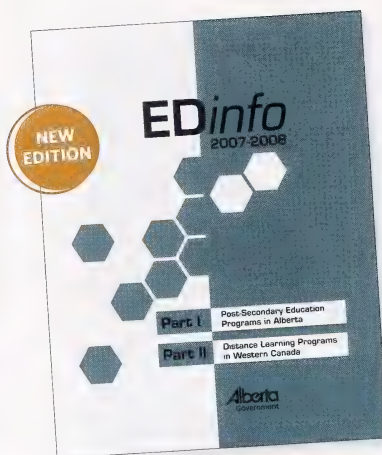
TARGET AUDIENCE: job seekers/workers

Are you suddenly without work? You're not alone. The question is how do you feel and what do you do about it? This workbook offers a range of practical information, exercises and options to ease the transition from being employed to being unemployed, to moving on and creating a new future. Topics include response to job loss, negotiating a severance package, financial planning, coping, building a support network, retraining and work options, and much more. Includes personal stories from others—how they handled their failures and successes and how they turned crises into opportunities.

Catalogue Item # 265886

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



EDinfo 2007-2008

(directory, 3-hole punched printed package, 1,500+ pp.)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners; youth

This two-part comprehensive directory provides counsellors and their clients with general information on post-secondary level education and training programs available in Alberta and distance learning programs available in Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba). This resource gives you complete information at your fingertips. For the most current information at no charge, visit the website at alis.alberta.ca/edinfo

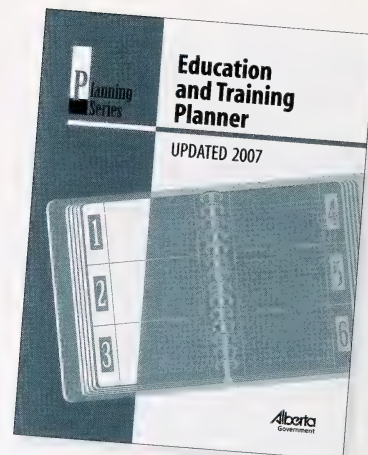
Catalogue Item # 682428

Professional Resource

Alberta, NWT and Nunavut residents: **\$25.00**

Out of Alberta: \$40.00

For information on Alberta occupations, see *OCCinfo*.
For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.



Education and Training Planner

(workbook, 60 pp.)

TARGET AUDIENCE: job seekers/workers, low literacy, youth

Are you planning to take an education or training program? Know what your education and training options in Alberta are. This workbook will help you through all of the steps—being a smart shopper and choosing the right program and the right school, applying for admission and thinking about money. The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Career Planner*.

Catalogue Item # 462119

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

Available Spring 2008

NEW

NEW
EDITION



✱ HR Strategies for Employers Series

Employee or Contractor?

Know the difference

(book, 2008)

TARGET AUDIENCE: employers, including managers/supervisors; workers

Whether you're an employer or a worker you may need to know the difference between "employee" and "contractor" status—and the various implications and requirements related to each. This resource provides basic information on the factors and definitions different orders of government apply to determine employment status.

Catalogue Item # 708399

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$ 6.25 each
10+ copies \$ 5.50 each

Employing a Diverse Workforce

Making it work

(book, 2008, 44 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

Employing a diverse workforce and creating an inclusive workplace is a strategy that works for both employers and workers. This book provides you with examples from Alberta employers on how to retain and engage a highly motivated and diverse workforce. Replaces *Diversity: A strategy to meet your need for skilled workers*.

Catalogue Item # 675126

Alberta, NWT and Nunavut residents: **FREE**

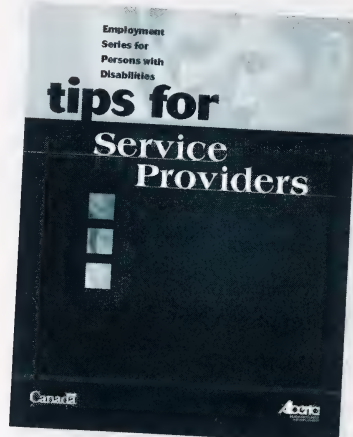
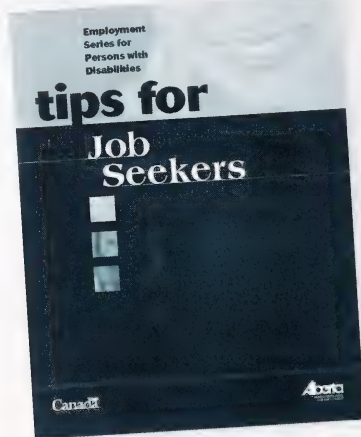
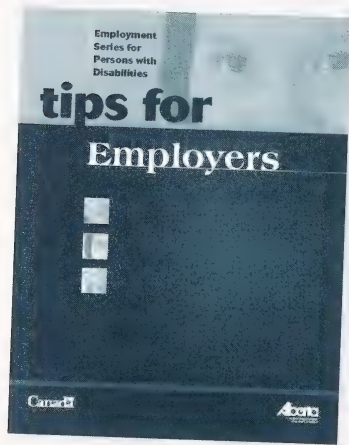
Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

Employment Series for Persons With Disabilities

These books provide practical tips and ideas about the issues that persons with disabilities encounter when connecting with the workplace.

To access these books in **French**, contact the Canadian Career Development Foundation by phone at 1-877-729-6164 toll-free or Internet at www.ccdf.ca.

To access these books in **alternate formats**, contact the Alberta Career Information Hotline at 1-800-661-3753 toll-free or (780) 422-4266 in Edmonton.



Tips for Employers

Employment Series for Persons With Disabilities

(book, 48 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

More and more employers are hiring persons with disabilities. This book provides employers with a practical business approach, answers to typical concerns and questions, and resources.

Catalogue Item # 437162

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

Tips for Job Seekers

Employment Series for Persons With Disabilities

(book, 48 pp.)

TARGET AUDIENCE: persons with disabilities

This book provides job seekers who have disabilities with practical tips and ideas to help identify and overcome challenges and create opportunities. It suggests ways to deal with typical concerns and questions relating to work search.

Catalogue Item # 437154

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each

Tips for Service Providers

Employment Series for Persons With Disabilities

(book, 64 pp.)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners

A resource written for service providers to support their efforts in helping persons with disabilities meet their employment goals. Service providers can include counsellors, employment agencies, vocational centres and organizations working with persons with disabilities.

Catalogue Item # 437188

Professional Resource

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.75 each
10+ copies \$5.50 each

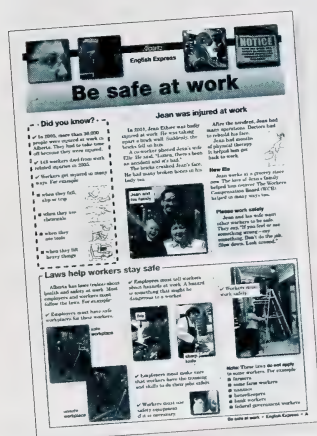
English Express supplements

(special issues of the English Express newsletter)

TARGET AUDIENCE: immigrants, job seekers/workers, low literacy

These special issues of *English Express*, a newspaper-style publication for adults with basic reading skills in English,

provide information on workplace topics. Developed in collaboration with Alberta Advanced Education. Order individually.



English Express: Be Safe at Work

(tabloid, 4 pp.)

This four-page supplement provides easy-to-read information about how to stay healthy and safe on the job. It illustrates how to spot danger, use safety equipment, report injuries and share health and safety concerns with employers.

Catalogue Item # 675118

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00 each

A view only version and accompanying Teaching Notes are available on-line at alis.alberta.ca/careershop



English Express: Employment Law Protects Workers

(tabloid, 4 pp.)

This supplement provides basic information about minimum wage, vacations, rest breaks, overtime, statutory holidays and how to read a pay stub. Previously distributed under the title *Employment Laws Protect Alberta Workers*.

Catalogue Item # 707929

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00 each

A view only version is available on-line at alis.alberta.ca/careershop



English Express: Looking for a Job

(tabloid, 8 pp.)

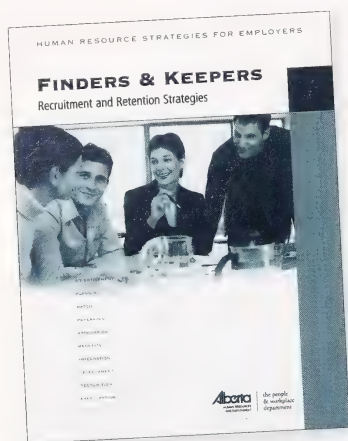
Looking for a Job helps people learn important job search skills such as identifying skills and interests, setting goals, preparing a resume, developing a back-up plan and preparing for a job interview. Written in basic English.

Catalogue Item # 675150

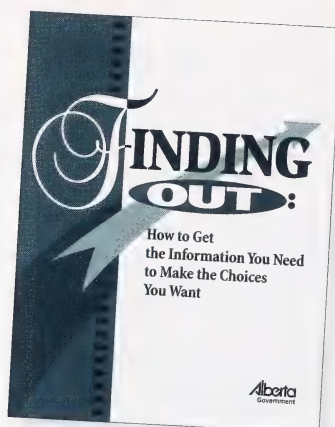
Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: \$2.00 each

A view only version and accompanying Teaching Notes are available on-line at alis.alberta.ca/careershop



✱ HR Strategies for Employers series



✱ HR Strategies for Employers series



Finders & Keepers

Recruitment and retention strategies

(book, 64 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

Employers who are able to find and keep valued employees gain the upper hand in today's labour market. *Finders & Keepers* provides proven strategies and practical tools to help small- and medium-sized employers attract, recruit, select and retain employees. It condenses best practices and current research into practical and affordable steps. It also contains information about additional resources and includes blank worksheets.

Catalogue Item # 505232

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

Finding Out

How to get the information you need to make the choices you want

(easy-to-read workbook, 44 pp.)

TARGET AUDIENCE: job seekers/workers; youth

Trying to decide what to do next? To make the best decision, you'll need to find out all you can about your options. This book makes information gathering easy. Start with an inventory of your desires, interests, skills and values. Then, list career options that match. What education is required? What skills? What else do you need? Once you know the questions, this book shows you where to look for answers. Full of tips and examples of real people using research to get their career planning on target.

Catalogue Item # 332883

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

A Guide for Midlife Career Moves

(book, 44 pp.)

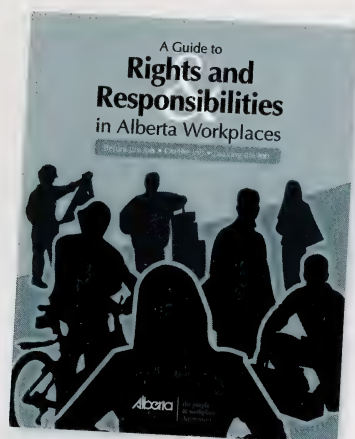
TARGET AUDIENCE: older workers (age 45+)

Find yourself looking for work in midlife? This guide can help you move forward, one step at a time, until you are able to see your way ahead more clearly. Look at change and identify how to take advantage of positive characteristics associated with older workers. Consider your financial needs as you develop a sense of career direction, and explore non-traditional work alternatives and ways to find unadvertised work opportunities. Look at how to use your existing skills and learn new skills that don't require long training programs. Take advantage of the work search resources, programs and services available in your community.

Catalogue Item # 675126

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



A Guide to Rights and Responsibilities in Alberta Workplaces

(book, 40 pp.)

TARGET AUDIENCE: employers, including managers/supervisors; immigrants; job seekers/workers; youth

Legislation specifies many of the rules that must be followed in Alberta workplaces by both workers and employers. If you are new to the workplace or an employer with a small- or medium-sized business, this publication can help you find answers to questions about employment standards, health and safety, human rights and workers' compensation procedures. Listed phone numbers and websites direct you to contact information to help you stay within the rules.

An accompanying poster, *Workplace Rights and Responsibilities in Alberta*, is also available. See page 26.

Catalogue Item # 567266

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



The Investigator 2006-2008

(booklet, 12 pp.)

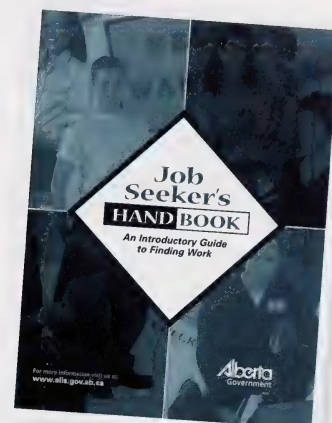
TARGET AUDIENCE: teachers/counsellors, career and HR practitioners; youth

This publication is a handy reference for education and training, career, employment and workplace resources in Alberta. It includes general information, phone numbers and website addresses. To get your answers on the most commonly asked questions, click or call the contacts in *The Investigator*.

Catalogue Item # 643678

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: **FREE**



Job Seeker's Handbook

An introductory guide to finding work

(workbook, 64 pp.)

TARGET AUDIENCE: job seekers/workers; youth

This basic guide to finding entry-level work is aimed at people who are new to the job search process. It features a skills inventory based on Conference Board of Canada Employability Skills 2000+, sample cover letters and resumés, tips for completing an application form and interview preparation questions. Also features information on scannable resumés.

Catalogue Item # 462086

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Job Smart

Tips for staying employed

(book, 40 pp.)

TARGET AUDIENCE: job seekers/workers; teachers/counsellors, career and HR practitioners; youth

This basic guide to keeping a job features information about what employers are looking for in their employees. It includes self-assessment exercises, tips on problem solving and a list of helpful community resources. Written in plain language.

Catalogue Item # 505240

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



✱ HR Strategies for Employers series

Labour Market Information for Your Business

A practical guide

(book, 40 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

What is labour market information? Why should employers want to know about it? How is it used? This publication presents a business case for using labour market information to achieve greater productivity and competitiveness, provides testimonials from employers who have used labour market information to their advantage and lists many current links to reliable labour market information.

Catalogue Item # 623878

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each



Lasting Gifts

Parents, teens and the career journey

(book, 54 pp.)

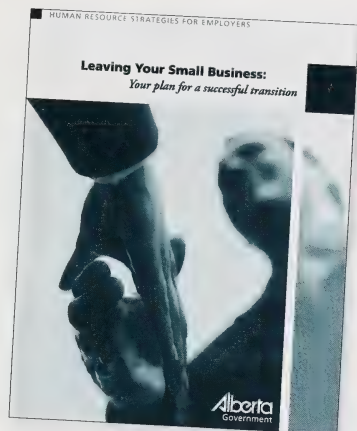
TARGET AUDIENCE: parents, youth

"There are only two lasting things that we can give our children. One is roots, the other is wings." *Lasting Gifts* gives parents a wise, warm, supportive framework for helping their teens prepare for the challenges ahead. Chapters are based on the High Five messages: Change is Constant, Follow Your Heart, Focus on the Journey, Be an Ally, and Stay Learning. Practical exercises help parents and teens sort out their respective values and dreams.

Catalogue Item # 306854

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: Order from www.ccdcf.ca



✱ HR Strategies for Employers series

Leaving Your Small Business

Your plan for a successful transition

(book, 24 pp.)

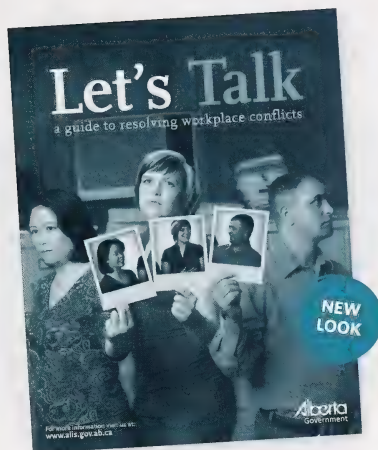
TARGET AUDIENCE: employers, including managers/supervisors

What is a business succession or transition plan? Why should I have a succession plan? How do I develop a plan? Find answers to these and other important questions in this practical guide for small business owners. It's never too early to develop a business succession plan. At some point you will be leaving your business, whether you sell, transfer your business to others or simply close the doors. Having a succession plan will help ensure value in your business, optimize financial security (including capital gains and tax implications), enhance employee relationships and provide peace of mind knowing that your business legacy will align with your vision.

Catalogue Item # 675142

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Let's Talk

A guide to resolving workplace conflicts

(book, 32 pp.)

TARGET AUDIENCE: employers, including managers/supervisors; job seekers/workers

If you've ever experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employees and employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help.

Catalogue Item # 686438

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Looking for Work

Facilitator guide and student workbook

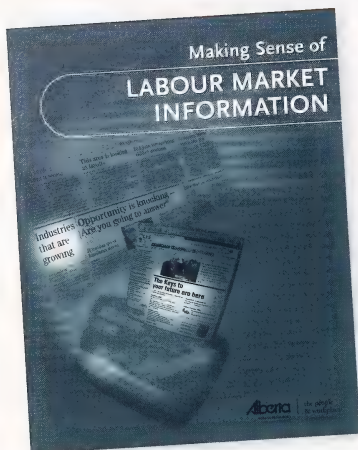
(facilitator guide, 67 pp.; student workbook, 153 pp.)

TARGET AUDIENCE: job seekers/workers; low literacy; teachers/counsellors, career and HR practitioners

Looking for Work, a facilitator guide with a master photocopy-ready student workbook, is designed to help tutors and instructors prepare lessons and provide activities for people who face literacy as a barrier to finding work. The student workbook, written at a Grade 5 reading level, is ideal for individual and group settings. This publication was originally produced in partnership with Bow Valley College and the National Literacy Secretariat.

Catalogue Item # 462078

Professional Resource (no on-line version available)
\$12.00 each



Making Sense of Labour Market Information

(book, 32 pp.)

TARGET AUDIENCE: job seekers/workers

If you're not sure what labour market information is, why you need it or where to find it, then this book is for you. It provides examples of how to use labour market information when making career, learning and employment decisions.

Catalogue Item # 505258

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.50 each



Money 101

Budgeting basics for further education

(book, 56 pp.)

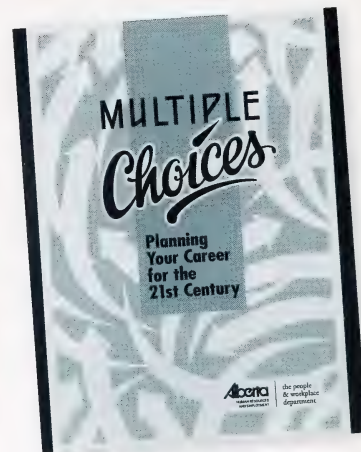
TARGET AUDIENCE: parents, youth

How are you going to pay for studies at a Canadian college or university? Enrol first in *Money 101*, a short course about the hard-rock realities of financing your education. *Money 101* offers straight talk about why you should invest in further education, how to set personal goals and how to figure out what your education will cost. The book offers suggestions on ways to pay for it, budgeting, banking and avoiding the pitfalls of plastic, and stretching your \$\$\$\$. Students share their experiences with handling money.

Catalogue Item # 563537

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Multiple Choices

Planning your career for the 21st century

(book, 64 pp.)

TARGET AUDIENCE: job seekers/workers, youth

Every day you are making multiple choices on this journey called life. This book will help you become comfortable with your choices along the way and provide you with the career building knowledge and skills you need to make decisions more easily. Practical exercises help you clarify your dreams, identify your skills and assets and recognize attitudes and beliefs that either support or hinder you on your life's journey.

Catalogue Item # 359069

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



OCCinfo 2006

(occupational profiles, 3-hole punched printed package, 2,500+ pp.)

TARGET AUDIENCE: job seekers/workers; teachers/counsellors, career and HR practitioners; youth

This handy reference contains Alberta profiles of more than 530 occupations, covering duties, working conditions, salaries, employment outlook, personal characteristics and required educational qualifications. Occupations are organized alphabetically, by industry, by school subjects and by primary interest. *OCCinfo* includes helpful definitions and a cross-referenced index. For the most current information at no charge, visit the website at alis.alberta.ca/occinfo.

Catalogue Item # 623828

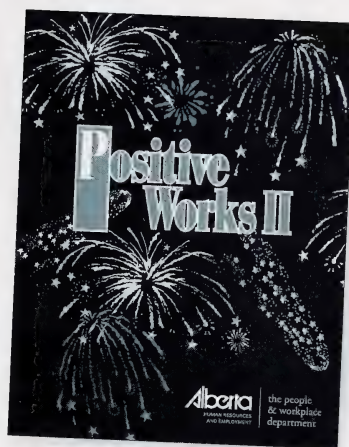
Professional Resource

Alberta, NWT and Nunavut residents: \$50.00 for each package

Out of Alberta: \$100.00 for each package

For information on educational programs in Alberta, see *EDinfo*.

For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.



Positive Works II

(workbook, 64 pp.)

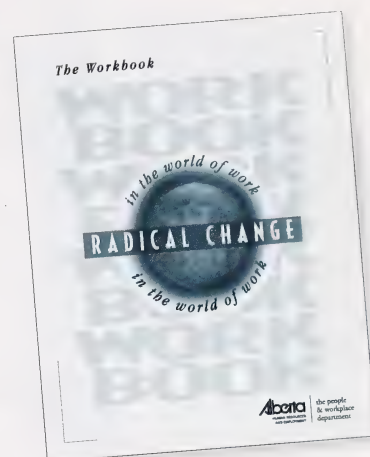
TARGET AUDIENCE: job seekers/workers

If you believe there are no jobs out there, then you probably won't put much effort into getting one. But if you believe there are opportunities out there, then there will be nothing stopping you. It's amazing what you can accomplish by changing negative attitudes and beliefs into positive ones. This book is full of exercises and tips to help you put those positives to work for you in all areas of your life: goal-setting, learning, improving relationships, coping with stress, and finding and keeping work.

Catalogue Item # 332891

Alberta, NWT and Nunavut residents: FREE

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Radical Change in the World of Work*

The workbook

(workbook, 104 pp.)

TARGET AUDIENCE: job seekers/workers

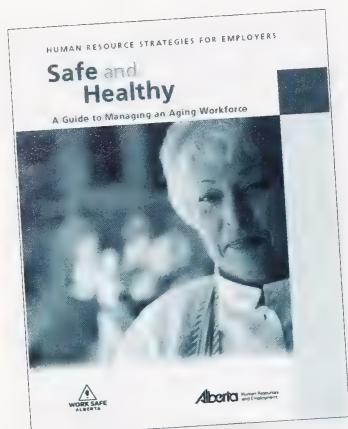
Radical Change in the World of Work: The workbook takes self-directed adults through the range of work options available to them. It covers virtually everything needed for today's career building: self-analysis, visioning, attitudes and beliefs about work, relationship building, exploration of work alternatives, and Magnusson's 5 P's of planning—pride, passion, purpose, performance and poise.

Catalogue Item # 308694

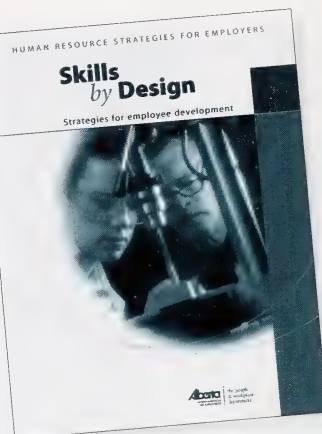
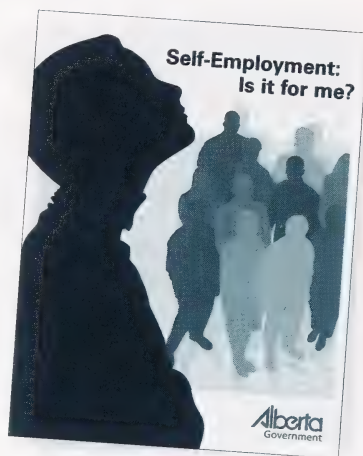
Alberta, NWT and Nunavut residents: FREE

Out of Alberta: 1-9 copies \$10.00 each
10+ copies \$8.00 each

***This product will be discontinued during 2008 once inventory is depleted.**



✱ HR Strategies for Employers series



✱ HR Strategies for Employers series

Safe and Healthy

A guide to managing an aging workforce

(book, 44 pp.)

TARGET AUDIENCE: employers, including managers/supervisors

The average age of the workforce is rising in Alberta workplaces. Employers are looking to retain their valued older workers (age 45+) and, in some cases, are in a position to hire older employees for vacancies in their organization. This publication examines perceptions and realities about the capabilities of the older worker and offers ways to keep your employees of any age safe and healthy on the job.

Catalogue Item # 623852

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each

Self-Employment

Is it for me?

(book, 28 pp.)

TARGET AUDIENCE: job seekers/workers

Thinking of becoming your own boss? This primer outlines the benefits and challenges of self-employment and examines the motivation, skills, traits and background of successful entrepreneurs. It explores the various forms of self-employment and how to get started in business. There are hints to get you thinking about innovative products and services, information on writing business plans and more.

Catalogue Item # 332437

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each

Skills by Design

Strategies for employee development

(book, 48 pp.)

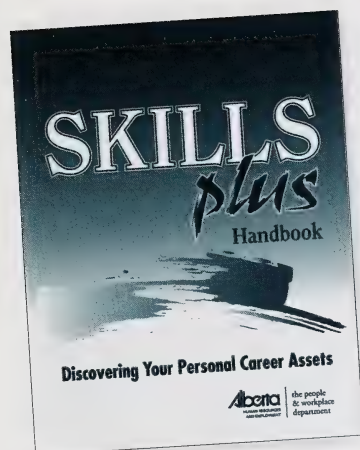
TARGET AUDIENCE: employers, including managers/supervisors

Taking the time to read this book is an investment in your company's future. *Skills by Design* is a toolbox for employers looking to sharpen the skills of their workforce. The publication builds the case that any business, no matter how small, should have the tools and know-how to build and enhance employee skills. It features the why to, how to and practical what to do of employee skills development.

Catalogue Item # 567290

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$5.25 each



Skills Plus Handbook

Discovering your personal career assets

(workbook, 54 pp.)

TARGET AUDIENCE: job seekers/workers, youth

A self-assessment workbook to help you learn about the skills and assets you have that will help you adapt in today's world of work. Read about the skills employers are looking for and work on exercises that will help you identify your own strengths. Includes suggestions for keeping track of your skills and ideas for repackaging your career assets to suit your current needs. By the end of the book you will have developed a summary of personal assets that will help you with future career choices.

Catalogue Item # 378142

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each



Stretch Your Dollars

Budgeting basics

(book, 32 pp.)

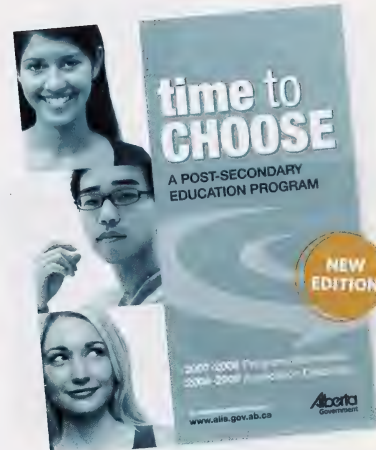
TARGET AUDIENCE: all

Would you like to get as much as possible from each dollar you have? This publication, produced by Credit Counselling Services of Alberta, will guide you through the budget process. Includes helpful tips and suggestions on how to cut your expenses, boost your income and access useful information, services and programs.

Catalogue Item # 534067

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: An on-line copy is available at www.creditcounselling.com (click on Money Help and scroll to Stretch Your Dollars).



Time to Choose... a post-secondary education program

2007-2008

(book, 80 pp.)

TARGET AUDIENCE: youth

Planning to take further education in Alberta? *Time to Choose* has up-to-date information on various education options, what programs are offered and where, overviews and features of various educational institutions, contacts and more.

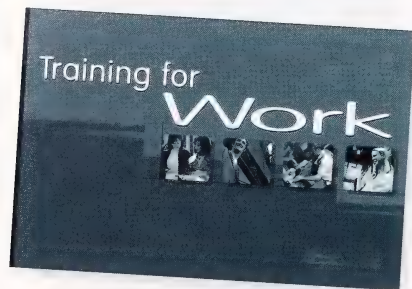
Includes 2007-2008 program information and 2008-2009 application deadlines. The 2008-2009 edition of this publication will be available in Fall 2008.

Catalogue Item # 681305

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.50 each
10+ copies \$6.00 each

For additional information on educational programs in Alberta, see *EDInfo*.



Training for Work

(book, 48 pp.)

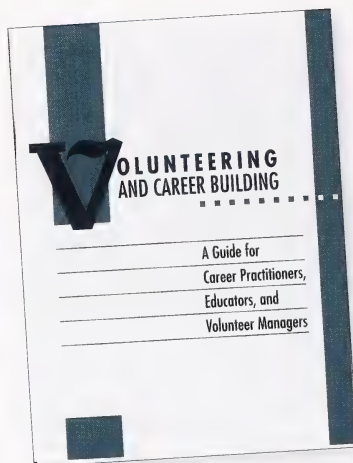
TARGET AUDIENCE: job seekers/workers, youth

Training for Work offers creative alternatives to the traditional full-time classroom setting. Take advantage of opportunities that will maximize your training options and consider how mentoring, volunteering, self-study, short-term courses and on-the-job training will boost your employability.

Catalogue Item # 534083

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$5.00 each
10+ copies \$4.00 each



Volunteering and Career Building

A guide for career practitioners, educators, and volunteer managers

(book, 44 pp.)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners

Volunteering is a valuable career-building tool to help develop job skills, build confidence and provide work experience and networking opportunities. This guide is for educators interested in providing practicum experience for students, for career practitioners assisting people with career planning, and for managers of volunteers wanting to get the maximum potential out of volunteer opportunities and create win-win experiences for volunteers. There are tips on incorporating career development strategies when preparing clients and students for volunteer roles and finding them appropriate placements.

Catalogue Item # 359316

Professional Resource (no on-line version available)

Alberta/NWT/Nunavut: 1-9 copies \$5.00 each
10+ copies \$4.00 each

Out of Alberta: 1-9 copies \$6.00 each
10+ copies \$5.00 each



Volunteering

How to build your career by helping others

(book, 52 pp.)

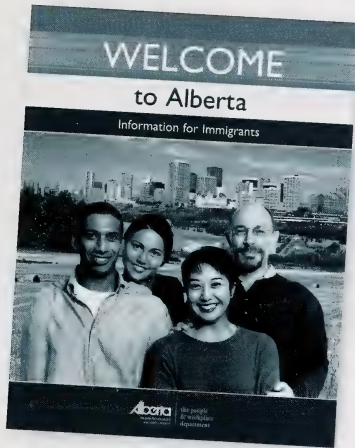
TARGET AUDIENCE: job seekers/workers, youth

Looking for a job but don't have enough experience or connections? Want to change occupations but don't know what to do? Volunteer and get what you need by giving. This book describes the many benefits volunteering offers people as a career-building strategy for gaining experience, adding new skills, making contacts and researching career ideas. Concludes with a section on how to use your volunteer experience on your resumé and in your portfolio to get the work you want.

Catalogue Item # 359308

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$4.00 each
10+ copies \$3.00 each



Welcome to Alberta

Information for immigrants

(book, 64 pp.)

TARGET AUDIENCE: immigrants

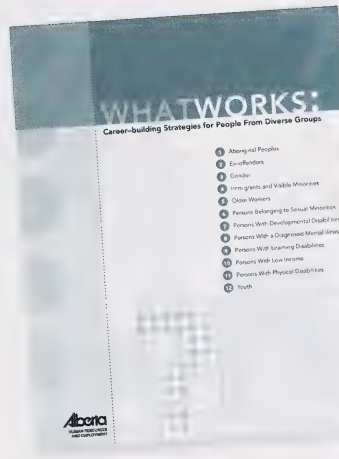
This guide provides useful information for settling and living in the province. It covers a wide range of topics, including Alberta's geography and climate, housing, employment, education and health care. Other topics include currency and the banking system, child care, transportation, recreation opportunities and the legal system. In addition, the guide contains phone numbers and Internet addresses for more information.

Catalogue Item # 609050

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.50 each

For the most current information, visit the Government of Alberta's immigration website at alberta-canada.com/immigration



What Works

Career-building strategies for people from diverse groups

(counsellor resource, 3-hole punched printed package, 266 pp.)

TARGET AUDIENCE: teachers/counsellors, career and HR practitioners

What Works is a unique counselling manual of client-driven, strength-based approaches and effective strategies for working with diverse groups: Aboriginal peoples, youth, ex-offenders, immigrants and visible minorities, older workers, persons with a developmental, learning or physical disability, persons diagnosed with mental illness, persons with low income and persons belonging to sexual minorities. Each chapter covers general characteristics, employment issues and effective strategies and practices for counselling these individuals. An extensive bibliographical and endnote section and links to websites specific to each chapter are included.

Catalogue Item # 623844

Professional Resource (no on-line version available)

Alberta, NWT and Nunavut residents: **\$30.00 each**

Out of Alberta: \$50.00 each



Woman Today, Edition 1

Success on our own terms

(magazine, 48 pp.)

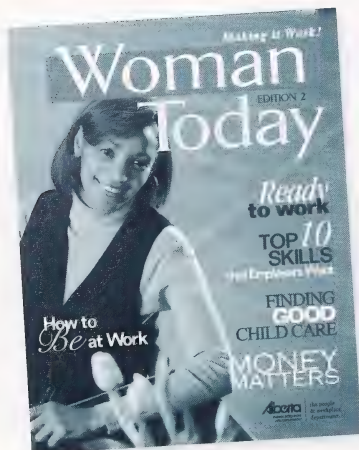
TARGET AUDIENCE: job seekers/workers

"Making Time, Saving Energy." "The Gentle Art of Creating Change." These are just two of the topics covered in this lively magazine for women who want to make positive changes in their lives. Ideal for women who are going back to school or getting ready to look for work, *Woman Today, Edition 1* will help them balance all the new demands in their lives. Articles provide inspiration and advice on everything from setting personal goals to surviving the morning and evening rush hours in a busy household. A support magazine for women in transition.

Catalogue Item # 325630

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Woman Today, Edition 2

Making it work!

(magazine, 58 pp.)

TARGET AUDIENCE: job seekers/workers

A bright, information-packed magazine for women who are getting ready to step into the world of paid work, either for the first time or after some stops and starts. *Woman Today, Edition 2* will help you balance all the new demands in your life with confidence. "Could Self-Employment Work for You?" or "Finding Good Child Care": these and many more articles present valuable information on everything from acting professionally to delegating household chores. Plus valuable advice on what to do about sexual harassment in the workplace. A next step following *Woman Today, Edition 1: Success on our own terms*.

Catalogue Item # 356643

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Workability

What you need to get & keep a job

(book, 56 pp.)

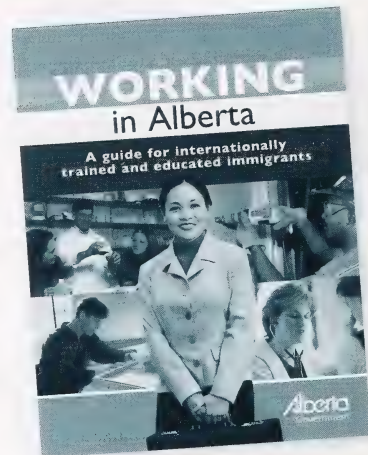
TARGET AUDIENCE: immigrants;
job seekers/workers; low literacy;
teachers/counsellors, career and
HR practitioners; youth

This revised and expanded handbook provides practical information about key skills and attitudes required by job seekers in today's job market. It includes activities to self-assess current skills and develop the skills and attitudes needed for success in the workplace.

Catalogue Item # 675134

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$6.25 each
10+ copies \$5.00 each



Working in Alberta

A guide for internationally trained and educated immigrants

(book, 76 pp.)

TARGET AUDIENCE: immigrants

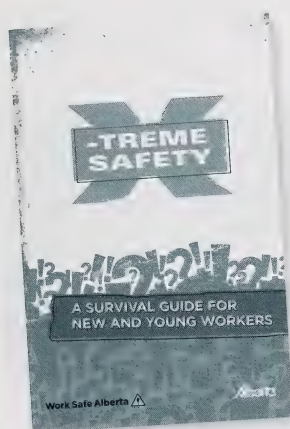
Have you obtained your education and skills training outside of Canada? Do you need to make some decisions about your work life in Alberta? Then this guide could help you get started. *Working in Alberta* can help you research your occupation in Alberta, look at other work alternatives and become familiar with the Alberta workplace. You'll find information on topics including recognition of international qualifications, registration and certification, occupational information, career management, job search skills and the labour market. It also includes information about the agencies, professional organizations, government departments, websites and publications that can help during this period of transition.

Catalogue Item # 567307

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$7.50 each
10+ copies \$6.00 each

For the most current information, visit the Government of Alberta's immigration website at alberta-canada.com/immigration



X-treme Safety

A survival guide for new and young workers

(book, 44 pp.)

TARGET AUDIENCE: employers, including managers/supervisors; job seekers/workers; parents; teachers/counsellors, career and HR practitioners; youth

This survival guide for young, inexperienced workers is packed with information about workplace health and safety regulations and employment standards in Alberta. Through personal stories, quizzes and checklists, youth gain the information they need to contribute to working in a safe, healthy and fair work environment. The book includes a detachable bookmark that can be used as a reminder for youth to take charge before they take on the job world.

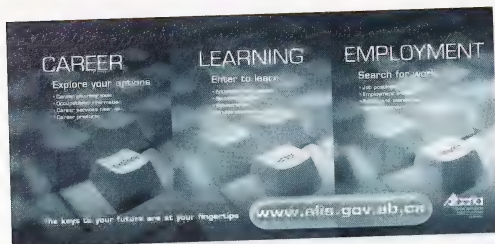
A series of four posters, *What are you working for*, is also available. See page 27.

Catalogue Item # 454992

Alberta, NWT and Nunavut residents: **FREE**

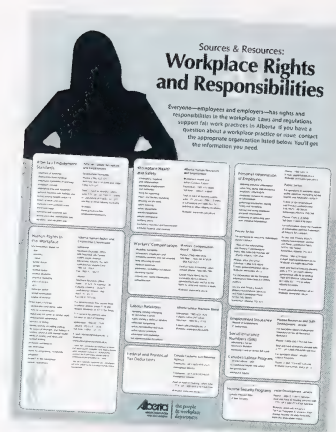
Out of Alberta: 1-9 copies \$5.00 each
10+ copies \$4.00 each

POSTERS



ALIS

Catalogue Item # 459900



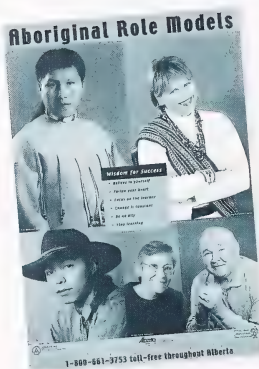
Workplace rights and responsibilities

Catalogue Item # 567274



Career Information Hotline

Catalogue Item # 708563



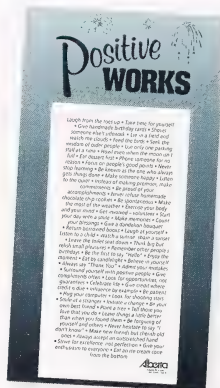
Aboriginal Role Models*

Catalogue Item # 459116



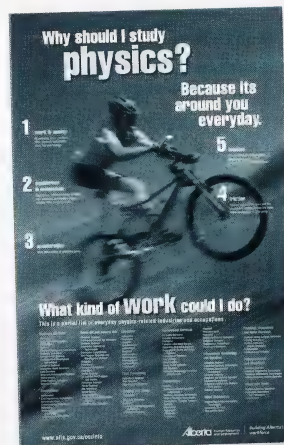
Career Gear*

Catalogue Item # 445892



Positive Works*

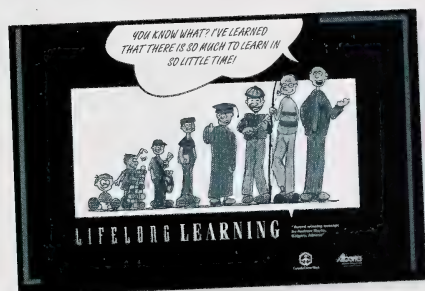
Catalogue Item # 108804



Physics Connections

Catalogue Item # 418500

*These products will be discontinued in 2008 once current inventory is depleted.



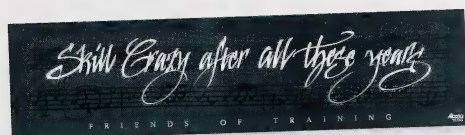
Lifelong Learning, Growing Up

Catalogue Item # 240937



Life Changes

Catalogue Item # 462276



Skill Crazy

Catalogue Item # 108482



Occupations Unlimited

Catalogue Item # 567282



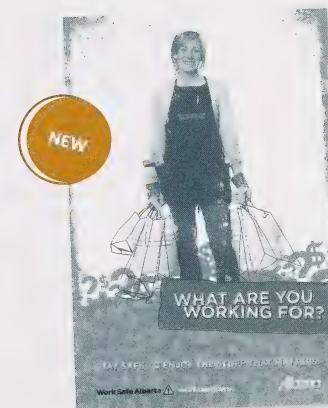
What are you working for?

Catalogue Item # 707911



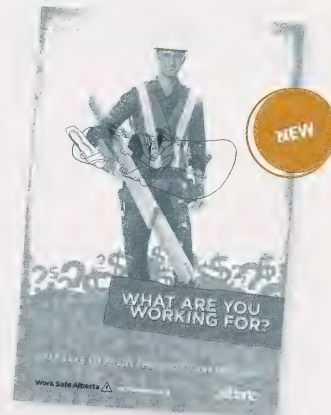
What are you working for?

Catalogue Item # 707888



What are you working for?

Catalogue Item # 707903



What are you working for?

Catalogue Item # 707896

Price for all posters

Alberta, NWT and Nunavut residents: **FREE**

Out of Alberta: 1-9 copies \$5.00 each

10+ copies \$5.00 each

INDEX

Use this chart to find publications by topic or for a specific audience.

CATEGORY/TITLE	PAGE	AUDIENCE									
		Aboriginal People	Employers, including Managers/Supervisors	Immigrants	Job Seekers/Workers	Low Literacy	Older Workers	Parents	Persons With Disabilities	Teachers/Counselors, Career & HR Practitioners	Youth
Career Planning											
Canada Prospects (also in French) 2007-2008	8										
Career Coaching Your Teens	8										
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